

EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

DEPARTMENTS OF THE ARMY AND AIR FORCE
OFFICE OF THE ADJUTANT GENERAL
NORTH CAROLINA NATIONAL GUARD
HUMAN RESOURCES OFFICE
4105 REEDY CREEK ROAD
RALEIGH, NORTH CAROLINA 27607-6410

ANNOUNCEMENT #: ARNGT 06-180

OPENING DATE: 16 June 2006

CLOSING DATE: 17 July 2006

ANTICIPATED FILL DATE: 20 Aug 06

POSITION TITLE AND NUMBER

Supervisory Human Resources Officer
70386C000, MD#: 1723-205

UNIT/ACTIVITY AND DUTY LOCATION

Human Resources Office
NCARNG, Raleigh, North Carolina

GRADE AND SALARY(Includes Locality Pay 15.57%)

GS-0201-12 \$63,980.00 - \$83,170 per hour

EMPLOYMENT STATUS

Excepted Service

WHO CAN APPLY: The area of consideration for this announcement is the STATEWIDE. Applications will only be accepted from current Excepted employees of the North Carolina National Guard, current military members of the North Carolina National Guard and individuals who are eligible and willing to enlist in the North Carolina National Guard.

HOW TO APPLY: Interested applicants may apply by submitting an Application for Federal Employment (Standard Form 171), Optional Application for Federal Employment (Optional Form 612), Resume or any other form of application. It is required that the Knowledge, Skills and Abilities (KSA) listed below be addressed and attached to the application. The application and KSA Statement should be mailed to the North Carolina National Guard, ATTN: JFHQ-NC-HRO, 4105 Reedy Creek Road, Raleigh, NC 27607-6410. It must be received not later than the closing date or if mailed postmarked by the closing date. NOTE: Information that must be provided when applying for a technician position is as follows: announcement number; name; address; telephone number; social security number, date of birth; citizenship; education; work experience; and other job-related qualifications. For more information, call 1-800-621-4136 ext. 6172/6431. Faxed or E-mailed copies will not be accepted.

QUALIFICATION REQUIREMENT: Must have 36 months specialized experience which demonstrates that the applicant has acquired the below listed KSA's.

KNOWLEDGE, SKILLS ABILITIES (KSA'S)

Below are listed the KSA's for this position. Applicants must address each KSA individually in paragraph format by explaining any civilian and military work experience (*with inclusive dates that reflect 36 months of specialized experience*) that provided that KSA. It is required that this statement be attached to the application. Failure to do so will result in the applicant not being considered for this position. For more information or assistance, call 1-800-621-4136 ext. 6172/6431.

1. Knowledge of responsibilities of the Human Resources Office (HRO).
2. Knowledge of procedures and regulations pertaining to HRO.
3. Ability to analyze information and interpret findings.
4. Ability to lead discussion between supervisors and employees.

CONDITIONS OF EMPLOYMENT: Occupants of this position must maintain continuous military membership in the North Carolina Army National Guard (NCARNG). NCARNG status (military grade, MTOE or TDA assignment, MOS/SSI, military unit) and experience must be entered on the application. The recommended applicant will not be approved for appointment until they occupy a compatible MOS in the NCARNG shown under Military Assignment below.

MILITARY ASSIGNMENT: Assignment to a compatible Officer or Warrant Officer position in the NCARNG is mandatory. (Off: 42B 43, 45, 49, 50, 59; WO: 420A)

EVALUATION FACTORS USED: Personal interviews, review of application and the KSA Statement.

PRINCIPAL DUTIES AND RESPONSIBILITIES: The incumbent provides management advisory services to all levels of management of situations regarding Human Resources services. Oversees the development and administration of state rules and procedures adapted from policies prescribed by the National Guard Bureau and the U.S. Office of Personnel Management. Responsible for the human resources management of employees dispersed throughout the state, engaged in a variety of jobs under the Federal Wage and General Schedule pay systems, as well as military and state pay schedules. In the absence of the Human Resources Officer, the incumbent of this position may have the overall responsibility for the human resources management major duties and responsibilities. In addition to supervision, performs work in one segment of a

Announcement No ARNGT 06-180 (Cont).

specialized function, such as classification, labor relations, employee relations, employee benefits, human resource development, equal employment opportunity, information systems, or HR support for military personnel as follows:

Recruitment and Placement: Establishes state manpower policies and directs their implementation within NGB policies and authorization. Establishes and ensures implementation of procedures for the administration of the merit placement and promotion plan and other employment tools to include key staff policy and procedures for recruitment, placement, evaluation, and pay determinations. Implements and administers special emphasis staffing programs. **Labor Relations:** Advises both management and subordinates on matters pertaining to conduct and discipline, the labor management relations program, employee benefits and entitlements and contributions to the accomplishment of special programs. Directs the initiation and administration of disciplinary and non-disciplinary adverse actions. Manages the overall labor relations issues in a state with diverse labor organizations and a high level of labor activity. **Compensation:** Oversees the establishment of state policies for use of compensation tools (e.g., highest previous rate, EDP/HD), and recruitment and retention tools. Supervises the administration of pay setting and compensation regulations and tools. Reviews requests for recognition from labor organizations and recommends appropriate courses of action. Coordinates with labor organizations and their representatives when necessary. Directs the administration of the incentive awards, troubled employee and other employee relations.

Classification: Directs the administration of a position classification and position management program with authority delegated to classify local exception supervisory and non-supervisory positions. The position classification and management program includes: position reviews; timely forwarding of appeals with appropriate substantiation; timely implementation of classification packages; publication and implementation of a position management plan; training for supervisors and managers; random desk auditing of positions to verify PD accuracy and classification of the position; preparation and classification of local amendments to PDs, statements of difference for recruiting and local exception position descriptions; and monitoring human resources assignments to assure military compatibility, etc. Ensures timely implementation of new wage scales or salary schedules and cooperates or participates in wage survey. **Human Resource Development:** Establishes and administers a system for determining and documenting training needs, evaluating training courses, assigning priority to training plans and evaluating training accomplishments. Ensures preparation of budgetary recommendation for training needs, allocation of quotas, and scheduling of personnel for training. Plans and administers employee career development programs. **Equal Employment Opportunity:** Develops and administers the equal employment opportunity programs. Coordinates procedures for monitoring progress of minorities and women, and providing documentation required from records within the office. **Employee Relations:** Performs administrative, technical or evaluative work concerned with establishing and maintaining employer-employee relationships that contribute to satisfactory productivity, motivation, morale, and discipline. **Information Systems:** Plans, operates and administers the operation of the Defense Civilian Personnel Data System. Requires knowledge of a variety human resources management functions in coordinating actions for this program.

Employee Benefits: Work that involves providing guidance and consultation to employees, former employees, annuitants, survivors, and eligible family members regarding retirement, insurance, health benefits, and injury compensation.

Military: Work that involves administering, delivering, maintaining, advising on, and adapting basic concepts, principles, and theories of the state AGR program to ARNG/ANG managers, supervisors, and support personnel. Supervises fulltime permanent employees. Trains employee(s) in assigned duties and responsibilities. Makes work assignments to employees, considers employees capabilities, established performance standards, evaluates work performance, gives advice and counsel to employees, interviews candidates for positions and approves selection, establishes priorities, ensures technical quality of work products, initiates personnel actions, approves leave, resolves employee complaints, and exercises disciplinary control. Base level of work supervised is GS-11.

INSTRUCTIONS TO COMMANDERS/SUPERVISORS: This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted to your unit/activity bulletin board.

ADDITIONAL INSTRUCTIONS: 1. Participants in the Selected Reserve Incentive Program will be administered as prescribed by NGB Pamphlet 600-15. 2. Applicants are requested to identify, on a separate sheet of paper, their race and national origin from one of the following categories; Male or Female; American Indian or Alaskan native; Asian or Pacific islander; Black, not of Hispanic origin; Hispanic; White, not of Hispanic origin. Submission of this information is voluntary and will be used in support of the NCNG Equal Employment and Affirmative Action Programs. 3. A PCS will not be authorized for the individual selected for this position unless agreed upon in advance by HRO and a PCS order is prepared prior to effective date. Applicants will be advised in writing at the interview. 4. Males born on or after 1 January 1960 must be registered with the selective service in order to be considered for federal employment.

DISTRIBUTION:

A, B, C-2, G-25, H-3, J-3, K-3, M, N-12, P-9, Q, W-2, Y-2, R: HRO-1, AGAV-1, AGCS-3, DCSANG-1, DCSLOG/G4-4, DCSOI-3, DCSPER-3, FMCB-2, IG-1, SCSM-1, SRAA-1, VCSOP-1

INFORMATION SUBMITTED WILL BE USED ONLY IN ACCORDANCE WITH THE PRIVACY ACT OF 1974